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Chief, Transportation Division, Logistics  
Office

OCT 2 1953

Asst. Management Officer (DE/A)

Completion of Cargo Branch Procedures Study

1. GENERAL

- a. The O&M Service was requested to assist the Cargo Branch in developing and standardizing internal procedures. This work was carried out with the complete cooperation of all Branch personnel and has now been completed.
- b. The study was begun approximately two weeks after the assignment of a new Branch Chief. At the time of this assignment there were no standardized procedures in existence in the Branch. In addition, certain operations were being performed by the Branch which could have been more properly assigned elsewhere.
- c. It was decided to devise the procedures in the course of the process of determining work requirements and for that reason comparison between the new and old procedures is not possible. The technique adopted for devising and recording the procedures was the work flow process chart.

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Procedures covering each of these work elements are attached as Exhibits A to J inclusive.

3. FORMS. A considerable variety of hastily designed forms were found to be in use. In the course of devising standardized procedures most of the existing forms were eliminated and the following forms designed and placed in use:

Form No.

Descriptive Title

36-258

Instructions Concerning Shipment of Cargo

36-259

36-260

36-264

None

[Redacted Box]

These are attached as Exhibit K.

4. TRANSFERRED OPERATIONS

- a. In the past the Cargo Branch has been responsible for the distribution of Agency Shipping Documents. The volume of the distribution was reduced somewhat and the complete responsibility was transferred to the Supply Division/LO and the DD/P Area Divisions. The Cargo Branch now receives one copy only of all such Documents.
- b. A revised Cargo Branch procedure covering the preparation and release of cables and dispatches concerning shipping information is now being distributed for concurrence. This procedure, if approved, should alleviate much confusion existing in this operation.
5. RECOMMENDATION. It is recommended that a continuing effort be made to keep both forms and procedures as current as possible. Such an effort is necessary as an operation of this type is subject to frequent changes.

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O&M Examiner

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Asst. Management Officer, DD/A

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